

CONFIDENTIAL

Chief, Management Staff

15 February 1957

Chief, Records Management Staff

Weekly Report - Week Ending 13 February 1957

1. Contributions

- a. Additional progress has been made in the elimination of inactive records from the Acquisition Branch of the Library; an additional 125 cubic feet were transferred to the Records Center and 36 cubic feet were destroyed on the spot. To date 763 cubic feet have been retired to the Records Center and 194 cubic feet destroyed. This project is 60 per cent complete.
- b. Twelve new and revised forms were completed, including the new fitness report.

2. General News

- a. We are in process of reviewing the Records Disposition Schedule for the Office of the General Counsel and will assist them in retiring their inactive records.
- b. The GME Staff is applying the Records Disposition Schedule to good advantage by requesting their analysts to screen their working files at the end of each calendar year and to remove material no longer required for current reference. In this way they are destroying or retiring records in an orderly fashion.

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